Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Desktop Publishing—Microsoft Publisher 2007

Document processing rubric:

A = 100 … The document contains no errors and turned in on time

B = 89 … The document contains one or two errors.

C = 79 … The document contains three or four errors.

D = 69 … The document contains five or more errors.

F = 59 … The document is incomplete.

F = 0 … The document was not handed in.

**Add the following terms to your DTP Quizlet Flashcards. The terms can be found in the Using Special Characters chapter or the Lesson 3 chapter found in the binder.**

Drop Cap

Dingbats

Bullets

Leader Dots

Ellipsis

Trademark

Patent

Copyright

Watermark

Cell

Master Page

Merge Cells

Reverse Text

Distribute

AutoFit Text

Format Painter

Layout Guides

**Save your terms and print one copy.**

**Lesson 3—Menus & Tables Due:**

|  |  |  |
| --- | --- | --- |
| **Assignment** | **Pts. Earned** | **Comments** |
| Terms & Definitions |  |  |
| Fall Art & Craft Fair/Luncheon Menu |  |  |
| Immunization Schedule |  |  |
| Review Questions p. 59 |  |  |
| Project 3-1 Senior Olympic Schedule |  |  |
| Project 3-2 Bike Patrol Activity |  |  |
| Project 3-3 Birthday Calendar |  |  |
| TOTAL (700) |  |  |